

Residential Financial Records

File Section	Forms
Section 1 Individual Financial Plan	A. Individual Financial Plan
Section 2 Monthly Summary Ledger	A. Monies deposited and withdrawals
	B. Corresponding receipts of withdrawals
	C. Corresponding receipts for purchases
	D. Receipts for amounts \$50 & over
	E. ATM withdrawal receipts for amounts \$50 & over
	F. Monthly bill statements and receipts of paid bills (i.e. cell phone, cable)
	G. Pay Stubs (if applicable)
Section 3 Bank Statement	A. Bank Statements from community bank (i.e. checking/saving) NOTE: Bank statements include deposits and withdrawals
Section 4 Correspondence/Benefits	A. Medicaid Correspondence
	B. Medicare Correspondence
	C. Private Insurance
	D. SSI
	E. Vacation Request (completed, signed and dated)
	F. Plan of Corrections Cited by DDA
	G. Plan of Corrections with supporting documents from the provider
	H. Other